West Los Angeles College
Division Meeting
November 16, 2012
12:00 – 1:15pm
Meeting Minutes

Attendance: Carmen Dones, Lisa Kamibayashi, Carlos Sermeno, Sandra Schneidwind, Arvie Malik, Christine Tannious, Joy Ogami, Ginny Williams.
Via Conference Call: Cynthia Chambers and Marsha Center

Minutes from October Meeting were approved.
1. Syllabi Update and SLO:
   a. ECD and addendums:
      • The ECD’s are available on-line and should be the main document used to in developing course syllabi.
      • Instructors are required to cover all topics listed on the ECD. You may add more if you choose, but you cannot take any areas out.
      • ECD’s should be updated every 5 years according to the college guidelines.
      • Dental hygiene accreditation standards recommend updates every 3 years.
   b. The addendums for allied health have been created and should reflect the methods off assessments for each course.
      • Each instructor is encouraged to review the addendum and make sure that they accurately reflect the type of assessment, assessment criteria and assessment goals and standards. Carmen has a binder with all of the course addendums.
      • SLO assessments will be required for this semester; awaiting new assessment form from SLO Coordinator.

2. State of the college/budget
   a. Prop 30: passed. The college will be adding approximately 20 courses
      • Allied health will hopefully be given Medical Terminology and possibly one more course.
      • Colleges were over cutting previously, but even with this prop passing, not all of the cut courses will be resumed.

3. Program review/CE courses:
   • Carmen has been working to put together the program review data that is pertinent to helping us receive future funding for allied health programs.
   • A request for 3 full-time instructors has been made. 2 in dental hygiene and 1 in allied health.
   • Recommendations for items to be added to the program review:
      o Funding for DDS supervision
o Funding for a full-time sterilization/clinic stock person (back office help)
o Front office help for scheduling appointments and helping to manage clinic
o Software update
o More bedside tables due to minimal table space in clinic cubicles.
o Digital cameras for intraoral photography
o Wiring to monitors for video feed

- Lisa is working on a “flipped” instructional style and sent out an email that provides an overview for this teaching technique.

a. CNA/Acute Care Nurse
b. Pharm Tech/Adv. Tech: There is a push to get back the pharmacy tech program in to allied health and out of Westside Extension.
c. Dental Hygiene/Dental Assisting/CE Courses
   i. Winter/Spring schedule modifications: Senior students will start DH 97 clinic sessions January 8th in time to complete their clinical requirements before the state/WREB board examinations in June.
      o There will be a break from March 25 – Apr. 5th
      o VA 220 is now VA 213.
      o The department is working on combining the 1-unit dental hygiene courses as part of the suggestion from the accreditation committee.

   ii. Clinic usage: be considerate of classes scheduled to use the clinic before scheduling extra-clinic hours.
      o The idea of using the scheduling system through Dentrix was discussed.
      o Check to see if the front office has the software and consider having the front office schedule appointments as well.
      o Equipment repairs – Where did the Repair Request binder go? Another binder will be made and put into the file holder near the front door. Lisa is keeping track of the repair requests, and all requests need to be submitted as soon as possible.
      o Infection control – it has been noted that senior students are not following infection control protocol. Critical errors need to be given for gross violations of infection control.
      o Exposure plan – Clinic instructors need to review the exposure guidelines for each clinic.
      o There has been 4 incidents during this semester.
      o It is recommended that a copy of the protocol be drafted and provided in to the students and faculty.

   e. There is also a similar push to continue the medical assisting program.
      - The grant for the medical assisting program ends this December.
• May consider offering the Medical Assisting program similar to how the RDHAP program is run.

4. Faculty development
   a. Tuition reimbursement discussed
   b. Conference request forms – please turn in your conference request forms if you have not done so.
   c. CDHEA

4. New Business
   a. ADA/DSPS – students in need of academic help should be referred to the learning center.
      • Students are not to be referred to DSPS unless they tell you that they have a disability.
      • Once the student states that they have a disability, instructors must adapt to their individual learning needs.
      • A handout was provided “the District’s Legal Obligation to Provide Accommodation to Disabled Students”
      • Because we are federally funded, we have to provide an opportunity to all students regardless of disability to apply to the allied health program.

Meeting adjourned at 1:10pm

Next meeting: December 14th, 2012 5:30 – 7:30pm